(Date)

Montana Department of Commerce
Community Development Division
CDBG Program
P.O. Box 200523
301 S. Park Ave,
Helena, MT 59620-0523

The (name of grantee: City, Town or County of ) opened bids for the construction on the (name of project) on (date of bid opening) and we would like clearance on the (lowest bidder; or two lowest bidders). Please check both the current U.S. General Services Administration "System of Awards Management" and the State of Montana List of Debarred Vendors to verify eligibility of the following contractor(s) and subcontractor(s):

[... Provide:]
- business name(s);
- name of owners (principals or partners);
- business address and town; and

Sincerely,

_________________________
(signature)
Project Engineer (typed name)
(or Labor Standards Officer)
Mailing Address
Telephone and FAX Number
E-mail Address